

Operations

Subject: Public Transportation Accessibility Plan Processing

Information:

1. A vehicle shall not be purchased, leased, or rented by an eligible authority or eligible governmental agency after October 1, 1978, with funds made available under Act 51 of the Public Acts of 1951, as amended, which vehicle is used to provide demand actuated service unless the eligible authority or eligible governmental agency has submitted a plan or update to the state transportation department describing the service to be provided by the demand actuated service to persons 65 years of age or older and handicappers within the applicable service area and that plan has been approved by the department.
2. **LAC:** Local Advisory Council appointed by the Agency to review and comment on the plan or amendment on issues involving elderly and persons with disabilities.
3. **Plan:** Written and graphic material to be submitted by an eligible authority or eligible governmental agency to meet the requirements of the Act, including modifications and/or amendments.
4. **Rules:** CTF Administrative Rules which went into effect on May 11, 2000.
5. A plan amendment must be submitted on the 10e(18) ADA Certification/Vehicle Accessibility Plan update form by the Agency with the annual public transportation application and when changes described in Number 6 below are made.
6. Additional pages must be attached to the amendment form describing any changes in:
 - a. Current fare structure.
 - b. Service area information.
 - c. Service availability information.
 - d. Service time period.

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- e. Number of vehicles and accessibility percentages.
- f. LAC composition.
- 7. If no other changes are made, the “No Other Changes” statement must be marked on the 10e(18) ADA/Vehicle Accessibility Plan Amendment form.
- 8. An amendment is to be reviewed by the LAC. Minutes of the LAC meeting and/or LAC comments regarding the plan must be attached to the amendment.
- 9. The Department must approve or reject a plan or amendment within 60 calendar days of receipt.
- 10. Complete plans or updates are considered approved if Department rejection is not rendered within 60 calendar days.

Action Needed:

- The transit agency submits the plan or update to their Passenger Transportation Division Project Manager according to the requirements of Act 51 of the Public Acts of 1951, Section 10e(18) and the Comprehensive Transportation Fund Administrative Rules.

Contact: If you have any questions on this procedure, feel free to contact your Project Manager.

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Approved:

Signed By: Kim Johnson

11/05/2002

Acting Division Administrator

Date

PTD:PAS:PDU:JW